Arizona Statewide Interoperability Executive Committee Meeting
Tuesday, April 25, 2006, 10:00 am
Burton Barr Central Library

Attendees (taken from sign-in sheets):

Huel Benton, Holly Burkenbine, Jesse Cooper, Darin Douglass, Steve Gibbs, Dale Gray, Jennifer Hagen, John Huish, Evelyn Jablonski, Mary Millard, Andy Miller, Cy Otsuka, Carl Reitz, V. Washington, Larry Sayers, Mark Schroeder, Ben Standifer, Tim Ulery, Sandra Wagner, Pete Weaver, Bob Barger, Jeff Zientek, Tom Florman, Ron Mehrdad, Phil Jensen, Doug Swenson, Fernando Diaz, Mason Lienhert, Jim Simonk, Michael Paz, Dennis Busby, Ed Copp, Mike Dieffenbaugh, Curt Fonger, Karl Hartmetz, Wayne Kincheloe, Curt Knight, Steve Powles, Kevin Rogers, Scott Tillman, Dan Wells, Jacque Hough.

1. Call to Order and Introductions

Co-Chair Paul Wilson welcomed the attendees and explained they would forego formal introductions from the audience, and instead encouraged everyone to get to know the person next to them.

Co-Chair Wilson called the meeting to order at 10:10 am. He explained roll call would not be necessary as three members were in attendance and a quorum was present.

2. Approval of Minutes from July 26, 2005, October 26, 2005 and January 24, 2006.

Motion was made by Mr. Mark Venuti to approve the July 26, 2005, October 26, 2005 and January 24, 2006 minutes. Motion was seconded by Mr. Scott Tillman.

Mr. Mark Venuti requested a correction on the January 24 2006 minutes to have Item 3, Operational Work Group Activities, 3rd line, read "Coconino County Sheriff's Office."

The motion to approve minutes from July 26, 2005, October 26, 2005 and January 24, 2006, as corrected, was unanimously approved.

3. General Business

- Co-Chair Wilson reviewed the purpose of the SIEC Committee, explaining they are a small group representing the membership of broad communities of the state including fire, law enforcement, EMS as well as emergency management. He explained two vacancies currently exist on the Committee and requested nominations to fill them. He explained once filled, the Committee will select a member to fill the Co-Chair position vacated by Mr. John Maldonado from the Phoenix Fire Department. The selected Co-Chair will be nominated by the SIEC Committee this afternoon for approval at the Public Safety Communications Commission meeting.

  Co-Chair Wilson nominated Mr. Pete Weaver, Emergency Manager for Pinal County, to represent emergency management on the Committee.

From the audience, Mr. Ken Leighton-Boster, Arizona Department of Health Services, Office of Emergency Response volunteered to serve as a member of the SIEC Committee to represent health services.

At the request of Mr. Mark Venuti, Mr. Pete Weaver shared information with the Committee relative to his background.

A discussion was held by the voting members on the nominations.

Co-Chair Wilson requested a vote from the members to accept Mr. Pete Weaver as a member of the SIEC Committee. The Committee voted unanimously to accept Mr. Weaver as a voting SIEC Committee member. Mr. Weaver was asked to join the members at the dais.

Co-Chair Wilson requested a vote from the Committee to accept Mr. Ken Leighton-Boster as a voting member of the SIEC Committee. The Committee voted unanimously to accept Mr. Leighton-Boster as a voting member of the SIEC Committee. Mr. Leighton-Boster was asked to join the members at the dais.

- Co-Chair Wilson requested a volunteer from the members to be the SIEC Committee Co-Chair. Mr. Mark Venuti volunteered to fill the second Co-Chair position. A motion was made by Co Chair Wilson for Mr. Mark Venuti to serve as Co-Chair of the SIEC Committee. Mr. Scott Tillman seconded the motion. Motion carried unanimously. Mr. Venuti will be nominated for appointment as the Co-Chair of the SIEC Committee by the Public Safety Communications Commission meeting this afternoon.

- Mr. Curt Knight reported at the last SIEC meeting in January, a presentation was made by Mr. David Funk, National Law Enforcement and Corrections Technology Center, Rocky Mountain office, on the CAPRAD system. Interest was generated here as far as the system being a tool to post the state plan. A letter has been sent to Mr. Funk expressing interest in participating in CAPRAD and suggesting initially that Mr. Curt Knight and Ms. Holly Burkenbine could be the points of reference when it becomes available. He has not been able to confirm a timeframe.

- Mr. Curt Knight reported several improvements, changes, and additions have been made to the PSCC website. Specifically, there is a SIEC tab on the website which includes in "pdf" format the AERS Plan that was approved last meeting, the established Channel Plan as well as a minimum VHF equipment standard at the moment. Also included on the website is the Memorandum of Understanding (MOU) that supports the use of the State Plan with the Arizona Emergency Radio System. Mr. Knight introduced Ms. Holly Burkenbine as the record keeper, administrator and webmaster in certain instances of the SIEC portion of the web page and asked her to discuss the participation procedures of the MOU.

Ms. Burkenbine, Administrative Services Officer of the PSCC Support Office reviewed the process of the MOU between Arizona Department of Public Safety, PSCC Support Office and the AERS State Plan user agencies. She stated it can be found on the PSCC website in the SIEC tab as a part of the operational standards. After reviewing the AERS Plan and Channel Plan, the form can be completed online or a printed form can be completed and mailed to the PSCC Support Office. When the completed MOU is received, she will generate two original documents with signature pages. Both will need

an authorized signature by the participating agency; one will be kept by the agency and the other returned to her attention. Once received, she will forward to the participating agency a Certification of Participation, copy of the AERS State Plan, Channel Plan and recorded agreement. She is the point of contact for any questions.

Mr. Curt Knight reported the website will also include meeting minutes for review. He invited participants to review the website and welcomed input.

Co-Chair Wilson complimented the staff and stated the website is a good resource.

4. Technical Work Group Activities
- **VHF and UHF Technical Equipment Standards**

Mr. Kevin Rogers and Captain Jeff Zientek (alternate for Captain Mike Worrell) submitted the final Technical Work Group recommendation for Minimum VHF Mobile-Portable Standards and Minimum UHF Mobile-Portable Standards for approval. Mr. Rogers explained these are the minimum standards to purchase a radio and they are required minimum standards to buy through the Homeland Security grant process.

A motion was made by Mr. Mark Venuti to approve the Minimum VHF Mobile-Portable Standards and Minimum UHF Mobile-Portable Standards as presented. Motion was seconded by Mr. Pete Weaver. Motion carried unanimously.

Mr. Curt Knight stated the approved standards will be posted on the website.

5. Arizona Emergency Radio System (AERS)
- **Deployment Schedule**

Mr. Scott Tillman reported AERS is in the deployment mode with the Department of Public Safety in a couple of sites in northern Arizona and Coconino County. This last month radios have been installed at the Schnebly Hill site and a new suite of radios at Hualapai and Mohave County, where interface issues are being resolved today at that location.

In terms of future schedules, they are looking at handling a number of sites across the southern Arizona border this coming summer and fall. Telegraph Pass, Oatman Mountain, Childs Mountain, Nogales Hill, and Mule Mountain are the primary ones. They are also looking at extending into northern Arizona at Greens Peak in Apache and Navajo counties and Piney Hill in Window Rock in an effort to provide some interoperability in the tribal environments.

The new suite, like the one going in at Telegraph Pass, will be converting a VHF inter-agency channel from a simplex to duplex operation to provide better flexibility and coverage by new AERS network. On the first of March, a letter was sent to 80 different agencies who previously participated with the DPS VHF state program in the 1970's. A status page will be posted on the SIEC website as to which site has been converted to the new VHF repeater function.

- **Outreach and Education**

Mr. Jay Vargo, through PSCC, is working in a number of outreach programs. Coming up in southern Arizona in the next month he will be discussing how the AERS network is growing. He is meeting in Sierra Vista and Yuma and is also working with local agencies to set up appropriate times and places. He recently held a meeting in Page which was very successful.

Mr. Curt Knight shared the success experienced in Page which resulted in several MOU's being filed. He expressed taking the same type of meeting to Mohave and Yuma County soon.

Co-Chair Wilson asked that education program information be placed on the website.

6. Region 3, 700 MHz Plan Filed with the Federal Communications Commission (FCC)

Mr. Mark Schroeder provided an update on the 700 MHz Plan. The Plan was filed approximately a month ago with the FCC. In discussion with the office, it appears the Plan will be approved by the end of July. The 700 MHz channels should be available at that time. Application process will begin then. Members can access information on Yahoo.com, and then search 700 MHz in Arizona or email Mark Schroeder (MarkSchroeder@mail.maricopa.gov).

7. Future Direction to Work Groups
- **Integration with UASI/TICP Plans & Exercises**
- **700 MHz Interoperability Channel Plan & Use**

Discussion was held relative to the need to further interoperability planning for the state, particularly 700 MHz. It was decided to take a building block approach and start the process with the Operational Work Group making model templates of various incident responses, scaled in size and ICS structured. From there the operational needs can be transferred to technical teams. Reference was made to modeling the Montana Plan.

Co-Chair Wilson invited Commander Dan Wells to join discussion.

Commander Wells stated he had not seen the Montana Plan and requested a copy. He stated in order to tackle an operational plan to deal with a variety of scenarios, the Operational Work Group would need to expand to include more operators in the field. Discussion was held on recruiting members throughout the state to assist on the work group.

Discussion was held and it was decided the SIEC Committee would like to review after-action reports.

Mr. Curt Knight reviewed the open meeting laws and clarified that work groups can meet without advance notification and not be violating open meeting laws. They are, however, encouraged to be cautious not to make binding decisions, but instead should bring their recommendations to the SIEC Committee for decision at public meetings.

Co-Chair Wilson requested sometime in the future he would like to see a briefing on UASI/TICP. It was decided Jesse Cooper will provide the final version of the USASI/TICP Plans at the next SIEC meeting in July.

8. History and Authority of the Arizona SIEC - Reference Document

Mr. Curt Knight reported in response to a prior inquiry as to the history and authority of the Arizona SIEC, a collection of letters, SIEC opinions, documents, and letters from Directors and Governors to SIEC have been collected and provided to Co-Chair Wilson. They have been put in chronological order and will be available for review at the July meeting and hopefully draft copies will be provided.

9. PSCC Request for Proposal for Public Safety Land Mobile Radio Communications System Design and Engineering Services

Mr. Curt Knight reviewed the process of crafting the RFP for submission to prospective vendors for a statewide conceptual design. It will be reviewed by SIEC and PSCC. Phase 2 of the RFP will be asking vendors to help procure and implement a demonstration project and fine tune with operational feedback on the conceptual design. An optional phase is available for the award to be negotiated. Once the contract is awarded, it could be taken into a detailed statewide design. This item will be discussed in more detail at the PSCC meeting later today.

The RFP was issued on April 10, 2006. Pre-bid conference will be April 28, 2006 and the award is expected some time before the July meeting.

10. Date - Time - Location of Next Meeting

The next SIEC meeting will be July 11, 2006, 10:00 am, at Flagstaff City Hall, 211 West Aspen Avenue, Flagstaff, Arizona.

11. Call to Public

Mr. Mark Schroeder addressed the Committee regarding the 700MHz/800MHz system key. He explained system keys are unique to each agency and system. He recommended the SIEC contact manufacturers, such as Motorola, to inquire about a general systems key which will allow development of mutual aid trunk systems. He suggested these are more efficient than stand alone systems.

Mr. Fernando Diaz, Rescue/EMS Supervisor for the Yavapai-Apache Nation, addressed the Committee and expressed a desire to serve on the Operational Work Group.

12. Adjournment

A motion was made by Mr. Mark Venuti to adjourn the meeting. Motion was seconded by Mr. Scott Tillman. Motion carried unanimously. The meeting adjourned at 11:15 am.